

Message Text

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PAGE 01 STATE 165230
ORIGIN ISO-00

INFO OCT-01 EUR-12 ISO-00 OC-06 CCO-00 A-01 OPR-00
(ISO) R

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EUR/EX:DCLEIDEL
OC/EX:SEBRANCH
A/O:LJDUPRE

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R 291412Z JUN 78
FM SECSTATE WASHDC
TO AMEMBASSY BRUSSELS
INFO AMEMBASSY BONN
AMEMBASSY COPENHAGEN
AMEMBASSY PRAGUE

UNCLAS STATE 165230

E.O. 11652: N/A

TAGS: AMGT, AFSP

SUBJECT: POLICY GUIDANCE ON MANAGEMENT OF THE WORD
PROCESSING FUNCTION

REF: BRUSSELS 7360

1. DEPARTMENT HAS DESIGNATED DEPUTY ASSISTANT SECRETARY
FOR OPERATIONS (A/O) TO COORDINATE ALL WORD PROCESSING
ACTIVITIES AT FOREIGN SERVICE POSTS AND IN DEPARTMENT.
A/O IS CURRENTLY DEVELOPING COMPREHENSIVE PLAN AND PRO-
CEDURES FOR WORD PROCESSING THAT WILL ADDRESS ISSUES
RAISED IN REFERENCED TELEGRAM, ALONG WITH OTHER RELATED
MATTERS.

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2- IN GENERAL, DEPARTMENT PLANS TO PURSUE WORD PROCESSING
APPROACHES ;SIMILAR TO THOSE BEING USED WITH MINICOMPUTER
PROGRAM. EMPHASIS WILL BE PLACED ON COMPATABILITY OF
EQUIPMENT AND ON SHARING OF STANDARD WORD PROCESSING
PACKAGES AMONG POSTS. MINICOMPUTER/WORD PROCESSING
SUPPORT OFFICERS WILL BE ASSIGNED TO REGIONAL DATA
PROCESSING CENTERS TO SUPPORT INDIVIDUAL POSTS AND TO

ASSURE AREA-WIDE COORDINATED APPROACH TO WORD PROCESSING/
MINICOMPUTER/TELECOMMUNICATIONS NETWORK.

3. AS PART OF ITS SUPPORT MECHANISM, DEPARTMENT PLANS TO
MAKE AVAILABLE WORD PROCESSING ASSISTANCE TEAMS TO HELP
POSTS ASSESS FEASIBILITY OF ESTABLISHING WORD PROCESSING
CAPABILITY AND TO IMPROVE EFFECTIVENESS OF CENTERS
ALREADY ESTABLISHED. ASSISTANCE TEAMS WILL BE COMPRISED
PARTLY OF PERSONNEL ALREADY OPERATING SUCCESSFUL WORD
PROCESSING CENTERS AT POSTS.

4. THE DEPARTMENT'S WORD PROCESSING PLAN AND PROCEDURES
WILL BE COMPLETED WITHIN 60 DAYS AND DISSEMINATED TO ALL
ORGANIZATIONS. IN THE MEANTIME SUGGESTIONS FROM
ADDRESSEE POSTS OR OTHER INTERESTED ORGANIZATIONS ARE
SOLICITED. THEY SHOULD BE FORWARDED TO A/O AS SOON AS
POSSIBLE.

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 jan 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 29 jun 1978
Decaption Date: 01 jan 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 jan 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1978STATE165230
Document Source: CORE
Document Unique ID: 00
Drafter: WWFRANCIS:MS
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D780310-0630
Format: TEL
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1978/newtext/t1978065/aaaaaeli.tel
Line Count: 81
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Litigation Codes:
Litigation History:
Locator: TEXT ON-LINE, ON MICROFILM
Message ID: f6c25087-c288-dd11-92da-001cc4696bcc
Office: ORIGIN ISO
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
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Previous Handling Restrictions: n/a
Reference: 78 BRUSSELS 7360
Retention: 0
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Review Release Event: n/a
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TAGS: AMGT, AFSP
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